



**Office of the Board of Selectmen  
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**NEWTON BOARD OF SELECTMEN**

**DATE: TUESDAY, October 3, 2017**

**TIME: 6:00PM**

**LOCATION: NEWTON TOWN HALL, 2 TOWN HALL ROAD**

**PUBLIC MEETING MINUTES**

**I. Call to Order**

Chairman Burrill called the meeting to order at 6:00pm. In attendance were Selectmen, Matthew A. Burrill, Chairman, Lisa L. Gonyer, Vice-Chairman, Lawrence B. Foote, James L. Doggett; Nancy J. Wrigley, Town Administrator and Diane M. Morin, Selectmen's Secretary. The non-public session was audio taped. The public meeting was audio and video taped; the public meeting minutes and a portion of the non-public session minutes were transcribed and typed by Diane M. Morin. A portion of the non-public session minutes were transcribed and typed by Nancy Wrigley. Selectman Robert S. Donovan Jr. was excused this evening.

**Nonpublic Session under RSA 91-A:3 II (a) – (c) -HR Matters  
Nonpublic Session under RSA 91-A:3 II (c)**

Selectman Doggett moved to go into non-public session at 6:01pm under RSA 91-A: 3 II (a) – (c) HR Matters and (c). Seconded by Selectman Foote with a unanimous roll call vote: Burrill – aye, Gonyer – aye, Foote – aye, Doggett – aye.

Selectman Doggett moved to close the non-public at 6:54pm. Seconded by Selectman Gonyer with a unanimous roll call vote: Burrill – aye, Gonyer – aye, Foote – aye, Doggett – aye

Selectman Doggett moved that the Board just came out of a non-public session under RSA 91-A: 3 II (a) - (c) and that they keep all matters discussed confidential until in the opinion of the majority of the Board the circumstances no longer apply except to announce a pay increase for James Ryan from Grade XV Step 5 to Grade XV Step 7, effective 10/01/17; a pay increase for Richard Dupre from Grade XVIII Step 4 to Grade XVIII Step 5, effective 10/01/17; a pay increase for Joel Lavalley from Grade X Step 1 to Grade X Step 5, effective 10/01/17 for courses completed; and the hiring of Thomas Sturgis at Grade XI Step 10, effective 10/03/17. Seconded by Selectman Foote with a unanimous vote.

II. Approval of Minutes

**Additional Highway Block Grant Public Hearing minutes dated September 5, 2017**

**Selectman Doggett moved to approve the Public Hearing minutes for the Additional Highway Block Grant dated September 5, 2017 as written. Seconded by Selectman Gonyer with a unanimous vote.**

**Gale Village Road Public Hearing minutes dated September 5, 2017**

**Selectman Doggett moved to approve the Public Hearing minutes for the Gale Village Road dated September 5, 2017 as written. Seconded by Selectman Foote with a unanimous vote.**

**Barn Easement Public Hearing minutes dated September 5, 2017**

**Selectman Doggett moved to approve the Public Hearing minutes for the Discretionary Preservation Barn Easement dated September 5, 2017 as written. Seconded by Selectman Gonyer with a unanimous vote.**

**Selectmen's non-public and public meeting minutes dated September 19, 2017**

**Selectman Doggett moved to approve the non-public and public minutes dated September 19, 2017 as written. Seconded by Selectman Gonyer with a unanimous vote.**

**Selectmen's non-public and public meeting minutes dated September 26, 2017**

**Selectman Doggett moved to approve the non-public and public minutes dated September 26, 2017 as written. Seconded by Selectman Foote with a unanimous vote.**

III. Scheduled Business

**A. New Fire/Rescue Station**

**a. Project update**

Construction Manager (CM) Pivero addressed the Board. The foundation has been completed. The process to hire subcontractors is still ongoing. CM Pivero has scheduled a meeting with Port One Architects on Thursday, October 5, 2017, to review the bid proposals from the subcontractors. The metal building is scheduled for delivery October 10 -12. CM Pivero stated that he is optimistic the building will be enclosed before winter.

Chairman Burrill asked if the target date of May 2018 is still attainable. CM Pivero stated that the project is still on schedule and should be completed in that time frame.

Chairman Burrill stated that contrary to what has appeared on social media sites, there has been no decisions made about what to do with the memorials at the Central Fire Station. Chairman Burrill stated that the decision is at least 7 months away. For official information residents should refer to the Board of Selectmen meeting, minutes from the meeting and the Town's web site. CM Pivero stated that the Board should take up this discussion in January/February to allow enough time to implement the decision that is made.

Chairman Burrill asked if there was still work being done while waiting for the building to arrive. CM Pivero stated that there is still site work that is being done.

Selectman Gonyer asked the status of the Alteration of Terrain permit. CM Pivero stated that the Civil Engineer has been in contact with the State to address the concerns they have.

Chief Alcainho stated that pictures are being taken at different phases of the project and are being posted on the Town and Fire Department's web site.

**B. Fire Department – new truck lease**

Chief Alcainho addressed the Board. The Fire Department would like the Board to approve signing a lease agreement for a 2018 4 door pickup truck. The funds for the lease is included in the budget. The truck would be equipped with a snow plow blade, skid plate and tow package. The truck would augment the Highway Department when plowing the Fire Station driveway. The current Forestry vehicle is in need of repairs. The new vehicle with the skid plate would be used for brush/forest fires should the current vehicle not be in operation. With the tow package, the new vehicle would be used to tow the Hazmat trailer which is currently being towed by a privately-owned vehicle.

At this time, should the Fire Department need to pick up equipment, a privately-owned vehicle is used. If members need to attend training and the current vehicle, Crown Victoria, is in use, the new vehicle could be used for travel to and from the training site. Saving the Town, the reimbursement for mileage on a privately-owned vehicle.

Chief Alcainho has received 1 quote from a New Hampshire Chevrolet dealer and 2 from a Massachusetts Chevrolet dealer.

Chairman Burrill stated that this new vehicle is not a fire truck but a standard 4 door pickup truck with special equipment.

Selectman Foote asked the Chief the cost to repair the Forestry vehicle. Chief Alcainho responded that he was unsure. Chief Alcainho recommends not spending the funds on old vehicles. He stated that the Department would use the vehicle until it no longer functions.

Selectman Doggett stated that the new vehicle should have limited use and that older vehicles should be the first choice for use.

Chairman Burrill asked if purchasing a snow plow with the truck is the most cost-effective way to purchase. Road Agent Pivero stated that if you use the New Hampshire State bid, there would be no difference in the price.

**Selectman Doggett moved to authorize the Chief Alcainho to enter into a lease agreement for a 2018 Chevy 2500 Silverado 4x4 Crew Cab with a tow and snow plow package. There will be 10 payments of \$4,557.17 over a five-year period. Seconded by Selectman Foote with unanimous vote.**

**C. Per RSA 31:95-b to accept and expend unanticipated funds in the amount of \$42.00 from Newton Historical Society to the Newton Food Pantry**

**Selectman Foote moved to accept and expend unanticipated funds in the amount of \$42.00 from Newton Historical Society to the Newton Food Pantry. Seconded by Selectman Gonyer with a unanimous vote.**

**D. August Reconciliation of Accounts**

Selectman Gonyer stated that she has reviewed the accounts and they are all within budget.

**E. Police and Transfer Station Generators**

Town Administrator Wrigley stated that the Transfer Station and Police Department generators need repairs.

Selectman Foote stated that we should not spend the funds on repairing the Transfer Station generator. Selectman Foote stated that the generator has not been needed for the past 6 years. The power outlets on the generator have leaked and rodent nests have been found in it.

Chairman Burrill stated that the Police Station generator should be repaired.

**Selectman Doggett moved to approve the repairs for the Police Station generator at a cost of \$1,559.72. Selectman Gonyer seconded with a unanimous vote.**

Selectman Foote would like to know how much money has been spent on repairs for the Transfer Station generator. Town Administrator Wrigley and Secretary Morin will research the amount of money spent on repairs.

Selectman Gonyer would like to have quotes for a new generator and rental cost for a generator.

**F. Surplus Equipment**

Secretary Morin stated that 3 tablets have been sold. There are 2 DVD's, 2 tablets without AC adapters and some miscellaneous video equipment available. She is requesting to take the equipment that has not been sold and bring it Saver's in Plaistow, NH. Selectman Gonyer stated that there has been sufficient time to allow anyone interested to purchase any of the items. The Board gave consent to bring the unsold equipment to Saver's.

**G. Amended MS-1 -- Summary Inventory of Valuation**

Town Assessor Lewy has updated the MS-1 form with the value of the utilities. The Board signed the amended MS-1 form.

Town Administrator Wrigley stated that there is a possibility the tax rate could be set next week. She spoke with the NH Department of Revenue Administration and they are waiting for the School District to provide more information.

**Selectman Gonyer moved to sign the amended MS-1 form. Seconded by Selectman Doggett with a unanimous vote.**

**H. Marshall House animal waste cleanup**

Town Administrator Wrigley explained that the Town owned Marshall House had racoons in the building and there is animal waste left behind. The Town's custodian did some research and found that the waste left behind by raccoons could be a health hazard. Town Administrator Wrigley was told that the animals were coming in through the chimney and that a chimney cap has been ordered. The chimney cap should be installed within the next few weeks.

Secretary Morin received 3 quotes to clean up the waste. Secretary Morin recommends moving forward with one of the quotes that was under \$1,000.00. She stated that the building is not opened to the Public and is mostly used to store historical artifacts. The Board reviewed the quotes.

**Selectman Doggett moved to authorize the clean-up of animal waste at the Marshall House not to exceed \$1,000.00. Seconded by Selectman Foote with a unanimous vote.**

#### **I. Review Budget Submission Schedule**

Secretary Morin reviewed the schedule with the Board. Chairman Burrill stated that this schedule is flexible. The Board chose to meet on October 30, 2017 with the Cable Committee, Cemetery Trustees, Conservation Commission, Planning Board, Welfare Assistant and Board of Appeals.

The Board is requesting that all department heads be present on their scheduled night to meet with Board to review their department's budget.

**Selectman Doggett moved to accept the Budget Submission Schedule. Seconded by Selectman Gonyer with a unanimous vote.**

#### **IV. Announcements**

Chairman Burrill announced that Saturday, October 7, 2017 will be Olde Home Day at 8 Merrimac Road.

Chairman Burrill announced that on Friday October 6, 2017 the Recreation Commission will be holding a BBQ for Senior residents.

#### **V. Other Business, Sign Manifests, Requisitions, Abatements, Tax Credits, Correspondence and Appointments**

##### **➤ Other**

Chairman Burrill stated that he would like to have a ceremony honoring the Town's Veteran's on November 10, 2017 at 11:00am. The ceremony will take place at 8 Merrimac Road. Light refreshments will be served after the ceremony. Town Administrator Wrigley will work on getting a list of Veteran's that applied for the Veteran's Tax credit. Once the list is compiled, an invitational post card will be sent to the Veterans.

Selectman Doggett stated that Veteran's from Sargent Woods Community hold a ceremony. Chairman Burrill stated that he will speak with the Veterans at Sargent Woods about to holding a Town wide ceremony.

Chairman Burrill will draft an invitation message that will be posted on the website and used on the invitational post card.

Town Administrator Wrigley announced the Town Hall will be closed on Monday, October 9, 2017 in observance of Columbus Day. She also announced that the Town Clerk and Tax Collector office will be closed on October 10, 2017 while the State DMV transitions to a new system.

**Selectman Doggett moved to rescind a motion made on September 26, 2017, Board of Selectmen Public Meeting to purchase an insurance policy from Cossio Insurance Agency in the amount of \$2,500.00. Seconded by Selectman Foote with a unanimous vote.**

**Selectman Doggett moved to rescind requisition 3002, not to exceed \$100.00, requisition 3004, not to exceed \$25.00, and requisition 3005 in the amount of \$1,640.00 which were made on September 19, 2017, Board of Selectmen Public Meeting for miscellaneous items for Olde Home Day. Seconded by Selectman Foote with a unanimous vote.**

➤ Manifests

**Selectman Gonyer moved to sign vendor manifest dated October 3, 2017 in the amount of \$72,045.12. Seconded by Selectman Doggett with a unanimous vote.**

**Selectman Gonyer moved to sign New Fire/Rescue Station vendor manifest dated October 3, 2017 in the amount of \$183,917.39. Seconded by Selectman Doggett with a unanimous vote.**

**Selectman Gonyer moved to sign payroll manifest for pay period 09/17/2017-09/30/2017 with a pay date of 10/05/2017. Seconded by Selectman Doggett with a unanimous vote.**

➤ Requisitions

**Selectman Gonyer moved to sign requisition 3012 in the amount of \$135.00 for a handicap portable toilet for Trunk or Treat event on October 28, 2017. Seconded by Selectman Doggett with a unanimous vote.**

**Selectman Gonyer moved to sign requisition 3013 not to exceed \$100.00 for prizes to be given out for Trunk or Treat on October 28, 2017. Seconded by Selectman Doggett with a unanimous vote.**

**Selectman Gonyer moved to sign requisition 3015 not to exceed \$200.00 for signage for Olde Home Day. Seconded by Selectman Doggett with a unanimous vote.**

**Selectman Foote moved to sign requisition 3016 not to exceed \$200.00 for holders for signs for Olde Home Day. Seconded by Selectman Gonyer with a unanimous vote.**

**Selectman Foote moved to sign requisition 3017 not to exceed \$50.00 for a roll of table cloth for Olde Home Day. Seconded by Selectman Gonyer with a unanimous vote.**

**Selectman Foote moved to sign requisition 3018 not to exceed \$30.00 for trash bags for Olde Home Day. Seconded by Selectman Gonyer with a unanimous vote.**

**Selectman Foote moved to sign requisition 3019 in the amount of \$1140.00 to Grand Rental for various equipment for Olde Home Day. Seconded by Selectman Gonyer with a unanimous vote.**

**Selectman Foote moved to sign requisition 3020 in the amount of \$370.00 for DJ and gift cards from Walmart for annual Boy Scout Halloween Party. Seconded by Selectman Gonyer with a unanimous vote.**

**Selectman Foote moved to sign requisition 3021 in the amount of \$720.00 for inflatable ride provided by Fun Time Amusement for Olde Home Day. Seconded by Selectman Gonyer with a unanimous vote.**

**Chairman Burrill moved to approve the rental of a gas grill from Grand Rental, Plaistow NH, for the Senior BBQ in the amount of \$115.00. Seconded by Selectman Foote with a unanimous vote.**

VI. Adjourn

**Selectman Doggett moved to adjourn 8:03pm. Seconded by Selectman Gonyer with a unanimous vote.**

Respectfully submitted,

Diane M. Morin  
Board of Selectmen Secretary